

**Executive Council Agenda/Notes for June 9th Zoom Call
4:30pm Eastern**

Zoom Meeting: <https://us02web.zoom.us/j/81396236420?pwd=UTM4dkg1cCtFd0tHZjdGb25JV29BQT09>

Meeting ID: 813 9623 6420

Passcode: 048061

One tap mobile

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EC Roll Call:

Hannah	Borja	present
Eric	Lin	present
Dijbril	Niang	present
Kate	Ayers	present

ONA Staff:

Grace	Reynolds	present
Mona	Siddiqui	present

Absent:

none

Topic	Discussion	Decisions / Actions
Eric	Welcome/Intro	
Kate	<ul style="list-style-type: none"> Roll Call 	
Mona/Grace	<p>Administration Update Summary</p> <ul style="list-style-type: none"> ONAAB Email ONAAB Logo ONAAB Website Meeting Minutes from 4-7-21 General Meeting Additional items? 	<p>Work of ONA:</p> <p>Mona: A lot of time has been spent on a strategic plan - working to get our work more systematic + strategic. Currently in internal phase but hope it will be ready to be shared next meeting--</p> <p>4 key components:</p> <ol style="list-style-type: none"> 1. Interagency relations (ONA + state agencies)- how do we do a state-wide integration plan? 2. External engagement- ONA's relationship with other organizations that are not within the state agency framework. This will help establish partnerships with different stakeholders that can serve to provide direct services. 3. Internal infrastructure- what

		<p>direct services is ONA providing + what role is ONA? Will do a needs assessment internally and externally.</p> <p>4. Relationship with ONAAB- what does that relationship look like + where do we go from here? What does that relationship of support look like?</p> <p>The statewide language access plan will highlight the needs of state agencies.</p> <p>Portion of this plan will be the foundation of the ONA report.</p> <p>Plan will be to share the strategic plan next time we meet. Timeline: When are the deliverables, when are the benchmarks, ect... This is when we would find feedback from our partners.</p> <p>Eric: Requested to see the language access report. This does support our committee structure. Suggested community mapping initiative.</p>
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		<p>She had a clinic with Cintara. She is scaling back in June since there is a mobile clinic.</p> <p>Eric: It may be a good idea to have a debrief from her- Lessons learned, ect...</p> <p>Grace: Liliana's grassroots approach worked, and needs to be highlighted. We need to learn from her model.</p>
Eric	<p>Chair Update:</p> <ul style="list-style-type: none"> • Kate – Monday emails to board with requests and follow up • Kate – LEP Town Hall [link to notes] • Inventory Assessment Update • Candidates for Reappointment • Resignation of Amar Bhattarai • Facebook Page https://www.facebook.com/VAONAAB • Meeting with Shawn Soares re: Immigrant Heritage Month 	<p>Kate: Monday emails are meant to organize information and make it concise and allow people to find what they need. Kate: LEP Town Hall- Not all areas of VA are able to address issues equally. Language access was the biggest issue; even when agencies are trying to provide it, it is not accessible.</p> <p>Djbril: seeing issues with google translation and Djbrill did follow up regarding an issue with French translations. There are also difficulties getting someone online.</p> <p>Eric: LEP report can be used to</p>

		<p>support the work of the Language Access team. Follow up with potential partners and agencies involved in the town hall.</p> <p>Eric: Inventory Assessment: 10 out of 17 members completed it. There is a button to invite them to do the form. We can invite the people who have not done it. Kate or Eric can do this.</p> <p>Amar Bhattarai: He resigned, but we are not sure the reasons why. It is showing up on the appointments page as a vacancy to be filled. If any board member on the ONAAB knows someone who should apply, they should let Shawn know. If we feel like there is something that we are missing on the board, we should let Shawn know.</p> <p>The terms of Rammy Barbari, Jennifer Crewalk, Micheal Hoefer, and Milton Vickerman are set to end on 6/30/21. Eric clarified and they only need to re-submit their application if their job or other</p>
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		<p>important information had changed. They will let them know as soon as possible but that they would probably be reappointed because they have not gotten to do the work yet.</p> <p>Grace can reach out to Shawn Soares because she interviewed them and could provide some insight as to why they should be reappointed. Their appointments end on June 30th.</p>
Eric	<p>July 7 ONAAB General Meeting Agenda Draft [link]</p> <ul style="list-style-type: none"> • Annual Report [link] <ul style="list-style-type: none"> o Thoughts [link] • Vision Exercise (Mel) • SOP's • Committee Structure [link] <ul style="list-style-type: none"> o Assignments 	<p>July 7th Meeting:</p> <p>Mona: We have reserved the Patrick Henry building for our meeting on July 7th. Mona will check in to see if we can have a hybrid option for those who have not been vaccinated.</p> <p>Eric: Ideally, we send documents to pre-read before the meeting.</p> <p>SOPS:</p> <p>Email Communication: To avoid back and forth, we still need to BCC people when you are communicating with a group. You can put a note in the body of the email who you have</p>

		<p>bccd.</p> <p>Committee Structure: Only 3 folks have provided feedback.</p> <p>Kate: Fern provided suggestions for the committees in her 1:1, and she suggested that we add the words health, mental health, and dental services to the access to services description.</p> <p>Committee structure: Kate created a summary from 1:1- we could use this to form a draft of committees and then get feedback and let folks make changes in the meeting.</p> <p>Eric:</p> <p>Data/Research: Micheal is the best fit for data, and Milton as the researcher</p> <p>Language access: Consider Eva as the language lead and consider Hassan or Susannah.</p> <p>Kate: Advocated that the person who works with Eva have a wider scope of direct experiences understanding</p>
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		<p>language access issues outside healthcare.</p> <p>Annual Report: Goal will be to provide some high level infrastructure recommendations for the first year. We will get this done by October. We can look at some of the SOPs and the larger pieces that don't need a lot of research to provide.</p> <p>The initial drafting falls on the EC. We will create an outline and do drafting and do iterations of the draft.</p> <p>Monday's Email: Send a meeting package of materials on Monday the 14th.</p> <ul style="list-style-type: none">• Agenda for July 7th meeting• the meeting location information for now, but will look into the hybrid as an option• meeting minutes from the last meeting.• mention that food will not be served, and suggest that we go to a restaurant afterwards for dinner and teambuilding. Suggestion: Shockoe Strip to eat. Let us know if you are interested in eating afterwards so we can make a
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		<p>reservation.</p> <p>May need to establish an attendance policy for the meetings.</p>
Eric	Public Comment	<p>Eric: Call for public comments at 5:37. Since we do not have anyone from the public to comment, we can consider the public comment period closed.</p>
Eric	<p>Immigrant Heritage Month</p> <ul style="list-style-type: none"> • Facebook postings (Mel) • Panel (Mel) June 30th 6:30-7:30pm 	<p>Facebook Page: Mel will be sharing photos or bios on the facebook page.</p> <p>Mel: Will be out of town and may need EC help posting while she is gone. Mel will be gone June 13th-25th.</p> <p>Eric will be gone from the June 19th-26th</p> <p>Mel: Shared information about the immigrant panel in honor of Immigrant Heritage Month:, June 30th at 6:30- It will be about the newly established ONA- For more information about event</p>
Eric & EC	<p>Next Steps</p> <ul style="list-style-type: none"> • Speak with other 4 advisory boards • Community Mapping 	<p>Eric: Susan Holland is the liaison for the boards. They have invited us to attend the gathering of the boards. The goal is</p>

	<ul style="list-style-type: none"> • Sit down with ONA staff to understand the scope of services offered and what the plans are with the expansion into the immigrant communities. Schedule time to sit down at the office? 	<p>to talk about what people are working on to build collaboration. Eric is looking to determine who needs to be at these meetings.</p> <p>Community Mapping- Part of strategic planning</p> <p>ONA office visit: When the office opens, we would like to visit and start building relationships.</p>
Adjourn		6:35